



October 16th, 2017

US Environmental Protection Agency – Region 2

VIA EMAIL: *FOILonline*

**RE: Freedom of Information Act Request
NYS Parcels 197-1-13; 197-1-14; and 197-1-15-2
300 County Road 36
Guilford, NY 13780**

Dear Records Officer:

- (1) Please email the following records if possible:

Tetra Tech Inc. (Tetra Tech) is conducting a Phase I Environmental Site Assessment (ESA) at the above-mentioned property. This investigation is being conducted in order to identify evidence of any recognized environmental conditions (RECs) that may have an adverse environmental impact upon the subject property. Tetra Tech is requesting any records you may have concerning the property of interest. Any assistance from your office would be greatly appreciated.

- (2) If all the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
- (3) If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD.
- (4) If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

If it is necessary to modify the request, and an email response is not preferred, please contact me at the following telephone number: (585) 417-4005.

If for any reason any portion of the request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Thank you in advance for spending time on this matter.

Sincerely,

Jackie Bruce
Tetra Tech, Inc.
1200 Scottsville Road, Bldg C Suite 181
Rochester, NY 14624
Email: Jackie.Bruce@tetrattech.com